



# Codes of Safe Work Practices

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## LADDERS

1. The use of ladders with broken or missing rungs or steps or split side rails, or other faulty or defective construction is prohibited. Defective ladders shall be immediately removed from service.
2. Select the right ladder for the job you are performing. Ladders are rated by how much weight they can safely hold:
  - I-A means the ladder can hold 300 pounds (heavy duty)
  - I holds 250 pounds (heavy duty)
  - II holds 225 pounds (medium duty)
  - III holds just 200 pounds (light). These are generally not for use on the job.
3. Metal ladders shall not be used in conjunction with electrical work.
4. Portable ladder feet shall be placed on a stable surface that is clean, clear, and free from debris or obstructions.
5. Planks shall not be used on the top of stepladders as scaffolding. Ladders shall not be used in a horizontal position as platforms, runways or scaffolds.
6. Use the 4:1 ladder rule. Set the base of the ladder one foot away from the wall for every 4 feet of ladder height.
7. Tie off the ladder, or have someone support the base.
8. Ladders shall not be placed in passageways, doorways, driveways, or any location where they may be displaced by activities conducted on any other work, unless protected by barricades.
9. Portable ladders shall be tied, blocked or otherwise secured to prevent them from becoming displaced.
10. Ladders shall be inspected before they are used. A ladder that is found to be defective shall be immediately removed from service.
11. Do not place a ladder against a windowpane or sash.
12. Only one person may be on a ladder at any one time.
13. Stepladders should be fully opened and the spreader locked before it is climbed.
14. Never over-reach while on a ladder.



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15. Keep ladders clean and free from dirt and oil/grease, which might conceal defects.
16. Do not leave set-up ladders unattended.
17. Always face the ladder when ascending or descending.
18. Carry tools on a tool belt, not in the hand when the ladder is climbed. Employees shall never carry items in their hands while ascending or descending a ladder.
19. Do not climb higher than the third rung from the top on straight or extension ladders, or the second step from the top of stepladders.
20. Never adjust a ladder while a user is standing on the ladder.
21. Wear slip-resistant footwear while using a ladder.
22. When two-section extension ladders are used, the required minimum overlap of the section is as follows:

<b>Ladder Length</b>	<b>Overlap</b>
Up to 36'	3'
36' – 48'	4'
48' – 60'	5'

23. Ladder inspections be made as follows:
  - a. On a monthly basis, starting when the ladder is new or repaired, and monthly thereafter.
  - b. Damaged/defective ladders shall be tagged by the inspector, indicating the reason for rejection.
  - c. A ladder bearing a rejection tag shall not be used until the reason for rejection has been corrected and the ladder is inspected and approved.
  - d. The employee must visually inspect ladders before each use.
  - e. A damaged ladder must either be repaired or replaced and should be tagged, removed from the work area, and reported to your supervisor immediately. Damaged ladders should never be used.



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## MONTHLY LADDER INSPECTION

<b>Date:</b>	<b>Inspector:</b>
<b>Ladder Number:</b>	<b>Location:</b>

### Type of Ladder:

Step Ladder	Single Ladder	Extension Ladder
• Fiber Glass <input type="checkbox"/>	• Fiber Glass <input type="checkbox"/>	• Fiber Glass <input type="checkbox"/>
• Wood <input type="checkbox"/>	• Wood <input type="checkbox"/>	• Wood <input type="checkbox"/>
• Metal <input type="checkbox"/>	• Metal <input type="checkbox"/>	• Metal <input type="checkbox"/>

### Inspection Checklist

	Need Repair			Comments
	Yes	No	N/A	
Are all safety labels legible?				
Are the side rails intact without any cracks, bends, or breaks?				
Do the rungs, cleats, or steps fit snugly into the side rails?				
Do movable parts operate freely without binding or excessive play?				
Is the ladder free of corrosion?				
Are the ropes on extension ladders intact without fraying or excessive wear?				
Are the safety feet and other auxiliary equipment free of grease and oil?				
Are the side rails and rungs free of grease and oil?				
Are all parts free of sharp edges, cracks, burrs, and/or splinters?				
Are all four legs on the ground simultaneously with no lateral movement?				
Is the spreader in good condition and attached?				
Is the ladder free of missing or damaged rungs and steps which make it unsafe?				
Is the ladder free of opaque coatings or other materials which might obscure defects?				